

Memorandum

Office of Jenine Windeshausen
Treasurer-Tax Collector
County of Placer



To: The Honorable Board of Supervisors

From: Jenine Windeshausen, Treasurer-Tax Collector

Date: April 5th, 2011

Subject: Budget revision and award of a sole source replacement purchase with RT Lawrence Corporation for Remittance Processors

Action Requested:

- 1) Approve the attached budget revision transferring, an amount not to exceed \$34,858 in budget savings within the Treasurer-Tax Collector's budget for the fixed asset purchase of two Remittance Processors, and add equipment to the Master Fixed Asset List for the purchase.
- 2) Authorize the Purchasing Manager to sign a purchase documents for the award of a sole source replacement purchase of two Remittance Processors and associated software with RT Lawrence Corporation in an amount not to exceed \$64,735.

Background:

The Treasurer-Tax Collector processes tax payments and treasury deposits through a remittance processor that verifies the deposit amount, endorses, images and stores the remittance documents in electronic files. These files are integrated with, and retrievable through, the property tax system and other software. The existing remittance processor was installed in April of 2003 and has reached the end of its product life cycle. As of December 2011 it will no longer be serviceable through the hardware manufacturer and parts will become increasingly difficult to acquire.

Since purchasing the existing processor, significant changes have occurred in hardware/software technology, pricing and banking services. These changes along with this purchase will allow greater internal efficiencies by decreasing processing time, creating the ability to electronically deposit checks, increasing redundancy, and decreasing annual maintenance costs and bank fees by an estimated annual amount of \$7,200. The proposal submitted by RT Lawrence includes the necessary hardware, software, services, County staff training and first year maintenance and support.

The purchase is considered sole source in accordance with Section 1.3(l) of the Purchasing Policy Manual considering RT Lawrence will soon become the only remittance processing vendor that is integrated with Placers property tax system. The property tax system is also utilized by 21 other counties in the state,

Fiscal Impact:

There will be no budget impact since the Treasurer-Tax Collector's Office has identified budget savings to pay for the new machines. As noted above, there will be an estimated annual savings of \$7,200 associated with decreased maintenance costs and bank fees. There is no negative impact to the General Fund.

Attachments: Master Fixed Asset List

Budget Revision

MASTER FIXED ASSET LIST
Appropriation 10340

<u>Description</u>	<u>Quantity</u>	<u>Amount</u>
NCR ITRAN 3000t	1	\$17,429
NCR ITRAN 3000t	1	<u>\$17,429</u>
Total Addition to Master Fixed Asset List		\$34,858

PAS DOCUMENT NO.

Cash Transfer Required

Reserve Cancellation Required

Establish Reserve Required

Auditor-Controller

County Executive

Board of Supervisors

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
22	BR	69,716.00	3

APPROPRIATION ADJUSTMENT

DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
											22	014				103500	10000	4451			34,858.00
											22	015				103500	10000	2481			2,058.00
											22	015				103500	10000	5556			32,800.00
TOTAL										0.00	TOTAL										69,716.00

REASON FOR REVISION: Transfer budget savings to purchase two remittance processors.

Prepared by Cindy Burrows Ext 4138

Department Head *Denise W. Anderson*

Board of Supervisors

Date: 3/24/11

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Budget Revision # 1 FOR INDIVIDUAL DEPT USE

